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Approved For Release 2001/08/09 : CIA-RDP78-03985A000100150013-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: NOV 16 1953

FROM : Acting Chief, Supply Division and
Acting Chief, Procurement Division

SUBJECT: Proposed Memorandum to Office of Communications

1. Reference is made to the responsibility taken over by the Supply Division from the Office of Communications as outlined in your memorandum of October 7, 1953, copy inclosed.

2. It has been found that the Stock Catalogue and the Stock Status Report in many instances do not contain sufficient technical information for identification and purchase of the many highly specialized electronic communication items involved. Since the number of such items runs into the thousands, the magnitude of the problem is apparent.

3. In the past, attempts to solve this problem have been handled on a person to person basis as specific questions arose. However it is felt that the individuals involved may consider this too frequent and time consuming and since the Office of Logistics has assumed the responsibility it is felt that such responsibility will be more efficiently carried out by the method contained in the proposed memorandum.

4. Your signature of the proposed memorandum is therefore recommended.

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[Redacted]
Acting Chief, Procurement Division[Redacted]
Acting Chief, Supply Division

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LO/PD/HFW:mpm (13 Nov. 1953)

Distribution:

- 1 - LO
- 1 - PD
- 1 - PB/PD
- 1 - SD
- 1 - Mr. [Redacted]

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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM: Acting Chief, Supply Division and
Acting Chief, Procurement Division

NO.

DATE

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
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